

Utah Association of Medical Staff Services

Policy/Procedure Name: Electronic Processes	Index: UAMSS – 010
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Purpose: To ensure the safety and security of online and electronic processes as well as electronic depositories of organizational and board information.

Policy:

The board should maintain at a minimum:

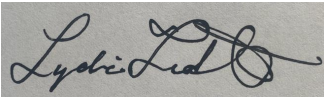
- An organization website.
- An email address (uamss@gmail.com).
- A cloud based storage for current and archived information.

The website will be maintained primarily by the current president and the secretary.

The email address and document storage will be maintained by the entire board. It is suggested that each member check the email at least one time per week.

One password should be a unique password for the board in order to access maintained and archived content within electronic processes.

Procedure/Content:

Policy Cross Reference: UAMSS-003	
Revision and/or Replacement Date(s): 4.13.2023	
Original Approval Date: 4.16.18 by Jeff Carter, CPCS, 2018 UAMSS President	
Approved by:  Lydia Tedtaotao 2023 UAMSS President	Date Approved: <i>4/13/2023</i>